

# iPad User Magazine

**PLUS!**  
iOS 8's  
best new  
features

## Work smarter

Be productive wherever  
you are with your iPad!

Augu | September | October | Novemb



BULL 72%



BEAR 28%

**Issue 15**

**HOW TO** Create killer presentations;  
record meetings; use Office; and more!

# Welcome

to iPad User Magazine, helping  
you to do more with your iPad

**A**pple always promised that the iPad would be a powerful productivity device (it offered a keyboard dock for the very first model, don't forget!), but a lot of people weren't convinced that it would ever be great for serious work. With every year, though, it only becomes better and better for business use. This issue of iPad User includes guides that will get you using Apple's iWork suite – Pages for documents, Numbers for spreadsheets and Keynote for presentations – like a pro, so you can do great work wherever you are. We also have a crash course in Microsoft's Office apps for iPad, in case you need to use those instead. And with our guide to Recordium Pro, you can be sure you won't forget anything that happened in a meeting again.

We've also got guides to some of iOS 8's new features, including the great Notification Centre widgets. And, of course, we cast our eye over the latest new accessories. I hope you enjoy the issue – or at least find it productive!

**MATT BOLTON** EDITOR



@iPadUserMag

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# OS X Yosemite

## The Complete Guide

Discover all the new features that make  
your Mac better than ever – for free!



164  
pages of helpful advice  
& easy step-by-step guides

**577**  
Expert tips  
for all Mac  
owners

Available at all good newsagents or visit

[www.myfavouritemagazines.co.uk/computer](http://www.myfavouritemagazines.co.uk/computer)



# Notification Centre in iOS 8

Get alerts and updates on your iPad with Notification Centre

## SKILL LEVEL

Anyone can do it

## IT WILL TAKE

5 minutes

## YOU'LL NEED

iPad, iOS 8

**Y**our iPad works hard behind the scenes: by default it's watching for incoming emails, messages, social media activity, upcoming Calendar events, reminders you've asked for, and in iOS 8 even updates from third-party apps like Yahoo Weather, The Guardian News or WunderList. You won't necessarily want to know about all this: for example, you can set apps to update and perform certain other tasks automatically in the background. Notification Centre is a 'noticeboard' where you can easily find the things you want to know about.

You decide what apps and extensions get included in Notification Centre, and

what type of notification each will give you: banners, which pop up briefly at the top of the screen but fade away after a few seconds, or alerts, which open in the middle of the screen and require you to acknowledge them to dismiss them.

To view your notifications, swipe downwards from the very top of the screen to open Notification Centre. This has two tabs: Today and Notifications. The Today view is a configurable summary, by default including Calendar, Reminders and Weather info; the Notifications view contains all the messages from apps that you've included in Notification Centre.

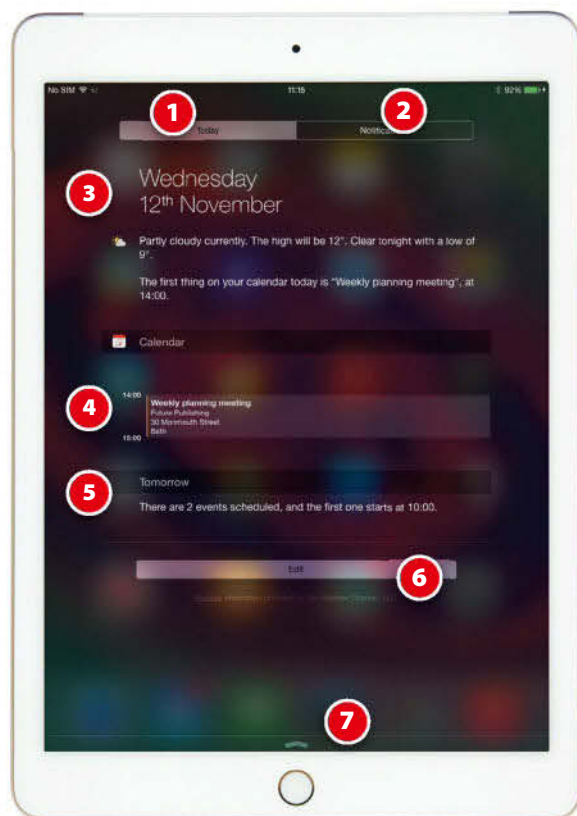
You can tap an item to go straight to it in the relevant app. Swipe an item to the

left for the option to remove it or, in some cases such as Messages, to reply from inside Notification Centre. Doing so, or tapping through to some items, such as emails, marks them as acted upon and removes them from Notification Centre. Others, such as pending Reminders or upcoming Calendar events, will remain until you remove them or the date has passed. By default, other apps, such as eBay, will simply show their last five notifications in Notifications View.

Notifications can also appear on the Lock Screen. Here, just swipe on an individual item to unlock your iPhone and open the relevant app (after entering your passcode or using Touch ID).

## VISUAL GUIDE | NOTIFICATION CENTRE

Get to know the Notification Centre display on your iPad



### Today

**1** Drag your finger down from the top of the screen to reveal Notification Centre. The default view is Today, which begins with a summary of the day's weather, followed by your calendar events, reminders, and tomorrow's events. You can configure exactly what is or is not included in the Today view, which we'll show you how to do on the next page.

### Notifications

**2** Swipe left or tap the Notifications tab to see all your notifications. Notifications from apps are listed in the order you've specified in Settings (see opposite page), then in chronological order within each app. By default, App Store app updates are included here, which is handy to view what apps you should check for new features.

### Today summary

**3** The Today Summary includes a description of what you've got happening today. By default it will usually note the date, time and weather followed by details from your Calendars and Reminders app. Below this will be Stocks and the Tomorrow Summary. Tap any particular notification and you'll jump straight to the associated app for more information.

### Calendar events and Reminders

**4** All the events in your Calendar for today will appear here. Tapping the notification opens your calendar at that event. Scroll the window up to see any reminders that are marked as due today. You can tap the circles next to reminders in Notification Centre to mark them as completed.

### Tomorrow summary

**5** Keep scrolling down and near the bottom of the screen, you'll find a heads-up of how many events and reminders you have coming up the next day.

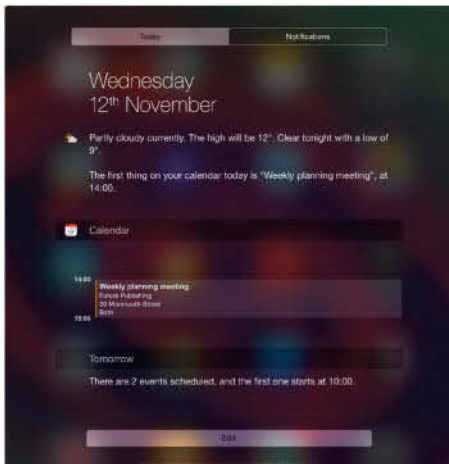
### Edit

**6** At the very bottom of the Notification Centre window (unless you've accessed it while your iPad is still locked) is an Edit button. Tap this to adjust the items that will be included in the Today Summary. As you install additional apps and services they appear in the Do Not Include section; tap the green Add icon to move them into the Today Summary section.

### Close

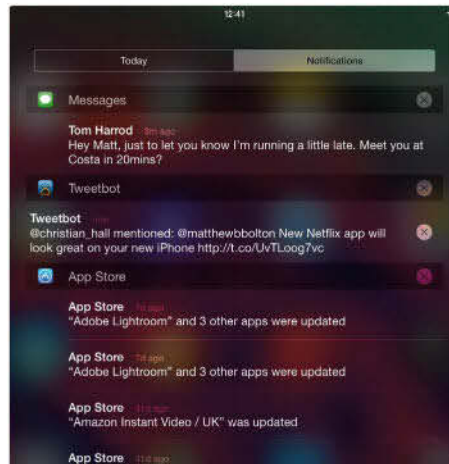
**7** To close Notification Centre again, simply swipe upwards on the handle at the bottom.

# HOW TO | USE NOTIFICATION CENTRE



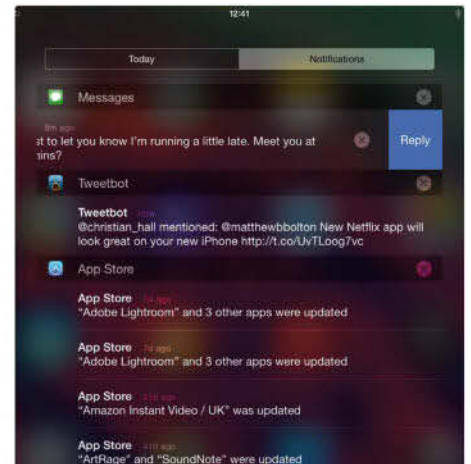
## 1 Swipe down

Slide your finger down from the top of the screen to open Notification Centre. It's best to get into the habit of starting on the iPad's bezel (outside the display) – otherwise you end up opening Spotlight Search instead. By default, you'll see a weather report and summary of the day, plus any Calendar events and Reminders that are due today. Opening Notification Centre pauses whatever app you're using or task you're doing (although audio will continue to play).



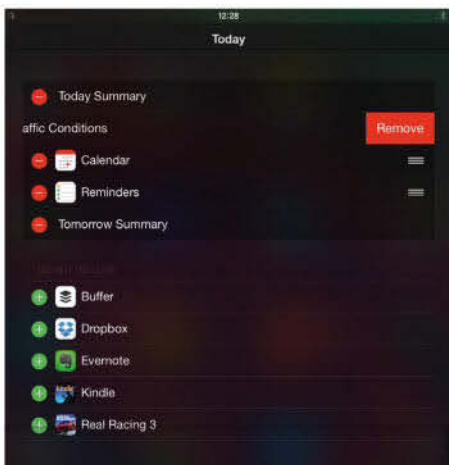
## 2 View All

Tap the Notifications tab (or flick left) to view all the notifications you've had in the last few days from all the apps you've authorised. Many apps are able to give notifications, so this window is often packed. Tap a notification to open the corresponding app. Slide a finger left across a notification to reveal further options such as Reply or a X button to remove it. If you want to remove all of an app's notifications, tap the X button to the right of the app, then Clear.



## 3 Reply to Notifications

New in iOS 8 is the ability to interact with notifications inside Notification Centre (without having to open the app). Slide a Messages notification to the left to reveal a blue Reply button. Tap Reply and the message moves to the top of the screen, with a text field below. Mail notifications offer Mark as Read and Delete options in Notification Centre. You can slide all notifications to the left to reveal an X icon that will clear each individual notification.



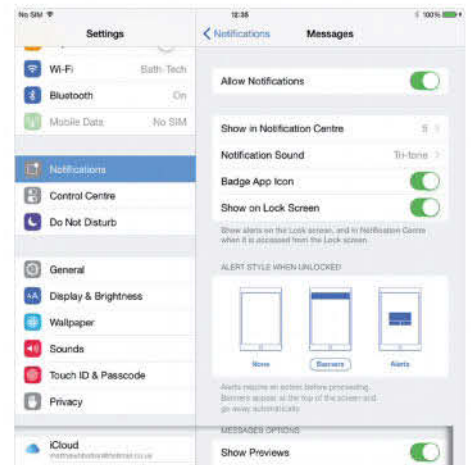
## 4 Edit Today view

Tap the Today view to return to the main window, and scroll down to the Edit button. Tap this to add items to the Today view or remove them. Tap the red Remove symbol next to an item, then tap Remove to move it down into the Do Not Include section. Tap the green Add button next to items there to move them up to the Today view. New apps may ask permission to appear in the Today view as you install them (and will then appear in this Edit window).



## 5 Remove or sort items

Getting too many notifications? To customise Notification Centre, tap Settings > Notifications. You can sort items in Notifications View either manually or by time. If you choose Manually they appear in the order listed in the Include section. To alter this order, tap Edit to reveal sort order icons (three horizontal lines) next to each app. Use these to drag items up or down, or even all the way down to the Do Not Include section. Tap Done when you're finished.



## 6 Notification Settings

Tap on an app in the Include section to view its settings. Switching Allow Notifications to Off is another way to remove it from the Include list. Below this you can set how many of the app's items appear in Notifications View (five by default), and whether it also alerts you with sounds and icon badges. At the bottom you can choose how the app alerts you to a new event before it is placed in Notification Centre: a transient Banner, a persistent Alert, or neither.

# Using iCloud Drive

iCloud Drive enables you to put things online from all of your devices

## SKILL LEVEL

Anyone can do it

## IT WILL TAKE

10 minutes

## YOU'LL NEED

iPad, iOS 8, an iCloud account and apps that can save to iCloud Drive



When you sign into an iCloud account on your iPad (or iPhone), your device is able to sync data such as Safari bookmarks, calendars, reminders, contacts and the keychain that contains your website usernames and passwords to the cloud – and from there to your other devices. This works in reverse too, so any changes you make on another Apple device, or by signing in to icloud.com, are synced to all of your devices, including your iPad. It isn't just the more minor pieces of data that are synced, though.

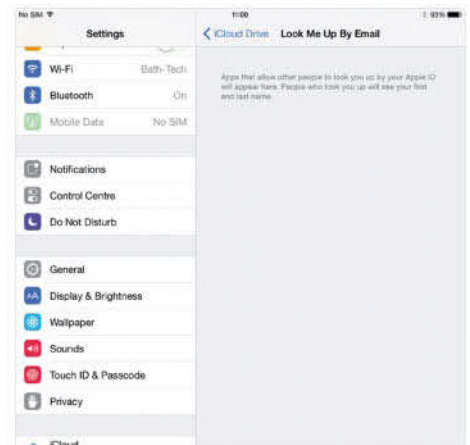
iCloud is also able to store documents, just as you would on a drive attached to your Mac, enabling you to update those files wherever you have access to an app that can open them, and keeping them in sync between devices, too. For example, you might enter data in a spreadsheet in Numbers on your iPad. As long as your iPad has been able to connect to the internet (and the same is true of the device you switch to), you can be assured that the spreadsheet will be available on, say, your Mac, so you can write up a report about your data later on if you like.

With the introduction of iOS 8 and OS X Yosemite, Apple has changed the way in which documents are stored and browsed in iCloud. The old system, called Documents in the Cloud, provided strictly separated areas for each app's files. Its replacement, iCloud Drive, is far more flexible, as it works much like you would normally browse files on a computer.

iCloud Drive can store documents from different apps in the same folder, and you can nest folders inside each other so that things are organised exactly as you want them to be. iCloud Drive retains the previous system's tagging feature, which enables you to assign keywords to files and then search for them instead of filenames.

We'll show you how to enable iCloud Drive, but this comes with a word of caution: if you need to access documents stored in iCloud on a Mac that is unable to run OS X Yosemite, you should refrain from enabling iCloud Drive and stick with the old system; when you do, files that you stored in the old Documents in the Cloud system won't be automatically kept in sync on older versions of OS X. The same is true if any of your devices are not yet running iOS 8.

## HOW TO | SET UP iCloud DRIVE



### 1 Enable iCloud Drive

When setting up a new iPad or upgrading an older device to iOS 8, you had a choice to turn on iCloud Drive. If you didn't at the time, you can change your mind by going to Settings > iCloud > iCloud Drive and turning it on. If your Mac can't run OS X Yosemite, migrating to iCloud Drive means your Mac won't be able to automatically sync files or access them in the Finder, though you can manually store and retrieve them through icloud.com.

### 2 Control your storage

After iCloud Drive is turned on, the same page in Settings shows a list of apps that are able to save to it. Each has a switch next to it that can be turned off if you don't want an app to use space – you may want to prevent an image editor taking up room or using up the data allowance that comes with your calling plan. Below the list of apps is a global switch that can be flicked to prevent all apps using the mobile network and restrict them to Wi-Fi.

### 3 Look up iCloud users

Above the list of iCloud Drive enabled apps is an item labelled 'Look Me Up By Email'. Apps can provide a means of looking up other iCloud Drive users – perhaps because they want to collaborate with you. However, you don't have to allow this. When you tap that item, you'll be taken to a page that lists apps with this capability, giving you control over exactly which individual apps can find you in this way using your email address.

## VISUAL GUIDE | iCLOUD DRIVE'S DOCUMENT PICKER

Here's how to browse files that you've saved to iCloud Drive

### 1 Browsing

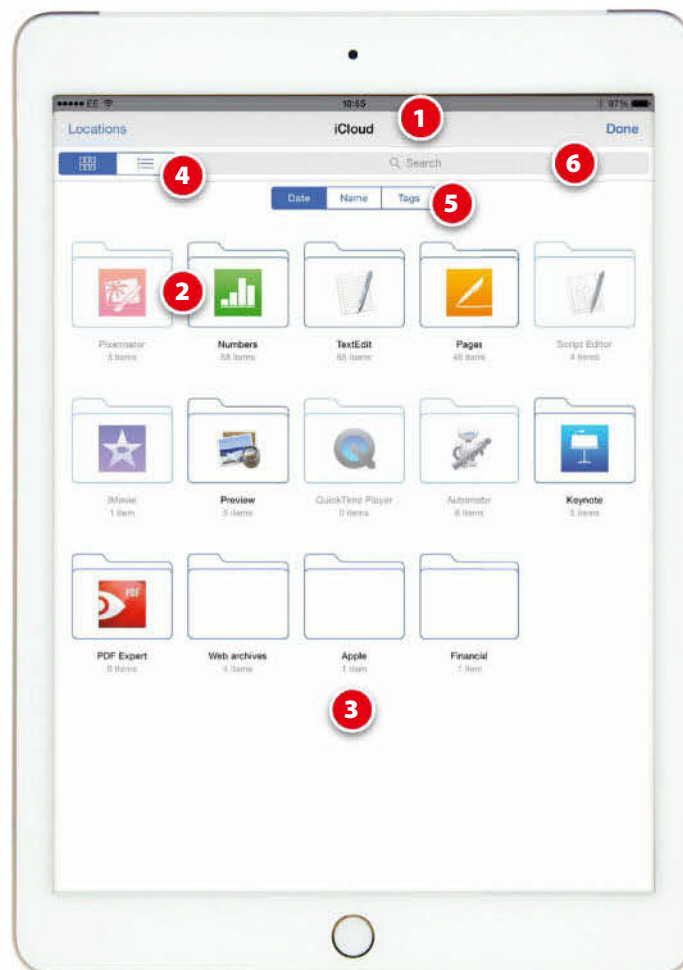
Apps that are capable of saving documents to iCloud Drive present a Document Picker – like this one in Cloud Drive Explorer – for managing them. It works like Finder on the Mac and Explorer in Windows, and it differs from the Documents in the Cloud system available in older versions of iOS because folders can be nested within other folders, and files from different apps can be stored together by project or by whatever abstraction makes sense to you.

### 2 Folders made by apps

Some folders in iCloud Drive will display an app's icon because that app has created the folder. Unlike Documents in the Cloud – the predecessor of iCloud Drive featured in iOS 7 – you aren't restricted to storing things from a single app in a folder. If you have documents from Pages, Numbers and Keynote that are related, for example, you can keep them together in a single project folder.

### 3 Browse folders

Folders on iCloud Drive work just as they do on your Mac or in Windows. Tap one to browse its contents. If you like to organise your work by putting folders inside other folders, don't pay too much attention to the item count next to each one. It indicates how many items are in the next level down, rather than being a cumulative total calculated by looking at everything inside the folder you're looking at. You'll still have to open it for a more complete picture.



### 4 Different views

At the top-left corner of the Document Picker is a pair of buttons. The left one corresponds to the default presentation of files and folders in a grid of icons. The right one switches to a list view, with icons displayed smaller in a left column and folder names to their right. In both, folders display the number of items at the next level down, but folders inside them may contain many more items. As you tap into folders, the picker stays in your selected view.

### 5 Sorting folders and files

When at the top of a folder, swipe downwards to pull a group of three buttons into view. These allow the folder's contents to be sorted by the date they were last modified, newest first; or alphabetically, with A at the top (you can't tap again to reverse the order, and unfortunately there's no alphabetical index like the one in the Music app to jump through); or you can sort by tags you might have added when saving the file.

### 6 Search for something

When you tap the search bar, the view changes to an empty list and the keyboard slides into view. Start typing something and the list will be filled with matching files found anywhere in your iCloud Drive – not just in the current folder. The same controls for sorting files and folders that are available when browsing are also available here. Note that what you type is looked for in file and folder names, but not file contents.



# Share with AirDrop

Share things directly with the people around you

## SKILL LEVEL

Anyone can do it

## IT WILL TAKE

5 minutes

## YOU'LL NEED

A recent iOS device running iOS 7 or 8, and either another, similar iOS device or a Mac running OS X Yosemite

**A**irDrop is a convenient way to share things with people nearby: it establishes a direct, encrypted, short-range connection between iOS 7 and 8 devices and Macs running OS X Yosemite. Perhaps you want to send a friend a picture you've taken of them privately rather than posting it on Facebook, or perhaps you want to pass on someone's contact details or share a web page you've found. It takes only a few taps, and you don't have to connect to a Wi-Fi network or type the recipient's email address.

However, AirDrop has some restrictions. It works only between recent devices. If your iOS device has a Lightning connector, it is new enough to support AirDrop. Mac models that work with AirDrop are listed at [support.apple.com/kb/](http://support.apple.com/kb/)

PH18947, and they need to be running OS X Yosemite.

The ability to share over AirDrop is built into many iOS apps. You can share a link to a web page, photos, notes, your current location or directions, and other documents and data from apps downloaded from the App Store. Beware of exactly what you're sharing, though: while you can share your own or someone else's details from the Contacts app, there's no way to restrict which details are sent.

*The ability to share over AirDrop is built into many apps – share web links, photos and notes*

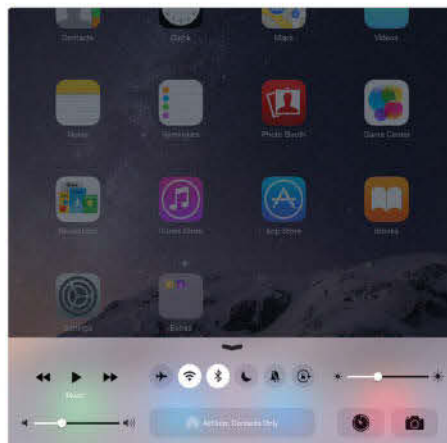


## HOW TO | SET UP AIRDROP



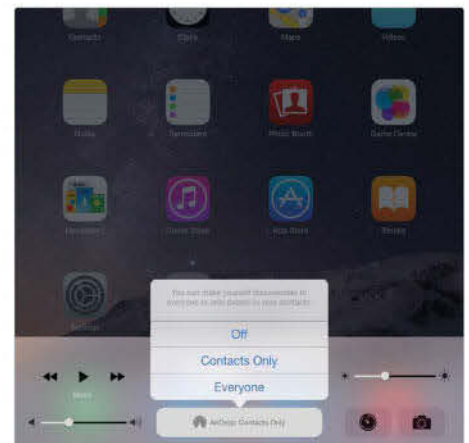
### 1 Import profile pictures

If you don't have photos for many of your Contacts, open Settings and tap Facebook or Twitter. If you're signed in to either network, tap the option to update contacts. Where iOS is able to match your contacts with your online friends, it'll download profile pictures to the relevant contacts. You'll then see those pics in AirDrop instead of a rather more boring placeholder.



### 2 Share with friends

Swipe up from the foot of the screen to open Control Centre (unless you've disabled this). Tap AirDrop, then Contacts Only. Bluetooth and Wi-Fi will be turned on, if they weren't already on. If you turn off either, AirDrop will also be switched off. You and your nearby contacts whose devices are signed into an iCloud account are now visible to each other.



### 3 Share with everyone

To share with people who aren't among your contacts or don't use iCloud, tap Everyone. Beware, though: AirDrop is enabled whenever both Bluetooth and Wi-Fi are switched on, and anyone will be able to send you iffy pictures, which are previewed even when your device is locked. Best keep AirDrop off and switch it on only when you specifically want to be visible.

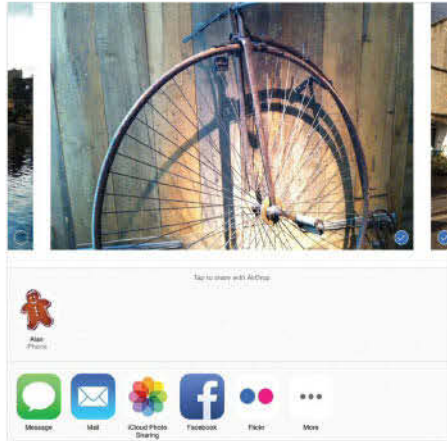


## HOW TO | SHARE AN ITEM USING AIRDROP



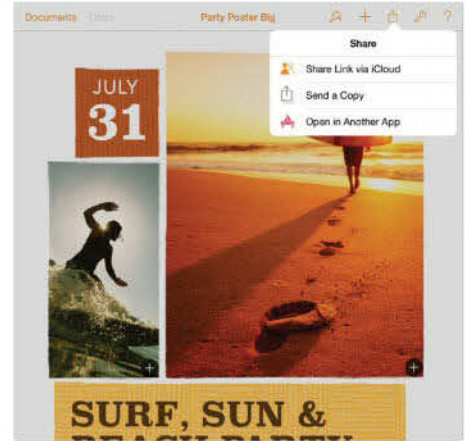
### 1 Share a web page

In Safari, tap the Share button. In the pane that appears, the top row shows nearby people who have made themselves visible to you over AirDrop. If you can't see your desired recipient, ask them to open Control Centre – we've found that this rebroadcasts a person's availability within a few seconds. Tap their icon when it appears and wait for them to accept.



### 2 Share a photo

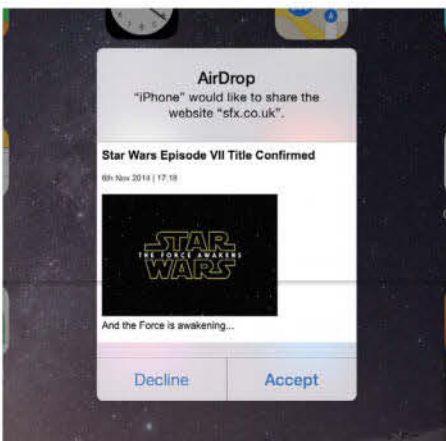
In the Photos app, view the image you wish to share and tap the Share button (bottom-left). Alternatively, in Moments view, tap Select at the top right, tap several photos, then tap the Share button. The usual panel opens either way, but the first method also shows your photos in a scrolling strip, so you can select more without going back. As before, tap the desired recipient.



### 3 Sharing in other apps

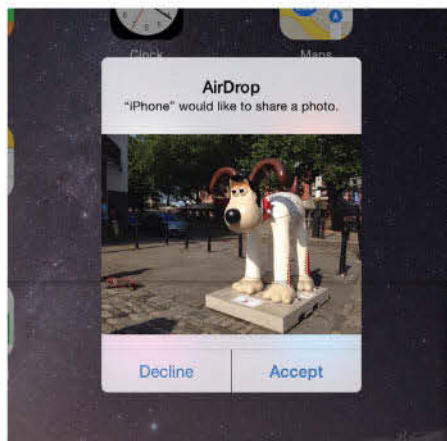
Details vary in other apps. At the foot of each entry in the Contacts app, for example, is Share Contact; but Pages, Numbers and Keynote are more convoluted. In these apps, open a document, then tap the Share button at the top right and choose Send a Copy. Tap the file format in which to share the document. In the familiar panel that appears, tap the recipient.

## HOW TO | RECEIVE SOMETHING VIA AIRDROP



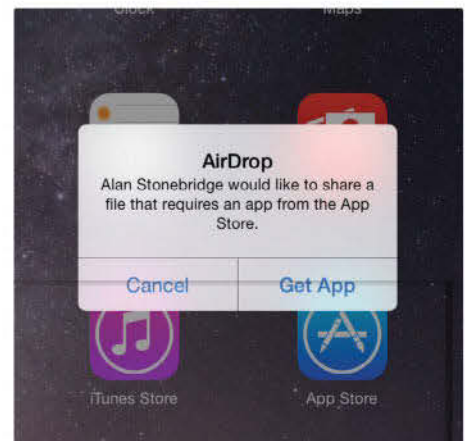
### 1 Receiving web links

If someone wants to share a link to a web page, you'll see a preview. If you accept, it opens in Safari. If you decline, the sender is informed of that; if something goes wrong, 'Failed' appears. If your device is locked, you'll see a smaller preview of what's being sent to you. Swipe across it to unlock your device and see a larger preview before accepting or rejecting the item.



### 2 Receiving photos

If someone tries to share photos, you're told how many there are but only one of them is previewed. (There's no discernible pattern to which one this will be.) Accepting adds the pictures to the Camera Roll and takes you to them in the Photos app. They're also uploaded to your Photo Stream if that feature is enabled in Settings > iCloud > Photos.



### 3 Receiving from apps

You won't see a preview of items sent from apps you don't have, though photos sent from apps such as Camera+ are simply directed to the built-in Photos app. Instead, the AirDrop alert offers the option to reject the item or to go straight to the required app in the App Store. You'll have to tap through to see whether it will cost you money, if the sender can't tell you.

# Master Pages for iPad

Powerful publishing on the move is now even easier with Pages

## SKILL LEVEL

Could be tricky

## IT WILL TAKE

20 minutes

## YOU'LL NEED

iPad, iOS 7 or later,  
Pages



All the iWork apps got a makeover with the release of iOS 7, and for owners of devices bought after 1 September 2013, all three are now free.

Using Pages on an iPad is a much more pleasant experience than on an iPhone because of the screen size, and creating documents on your iPad is very straightforward, largely thanks to the templates available and the effective use of touch controls.

Start by choosing one of the 63 available templates, and then customise it until it fits the bill precisely. Don't like the headline typeface? Change it. Size and colour? You can change those,

too. Images can be replaced with photos from your Photos app, and there are dozens of shapes to choose from to add to documents. We particularly like the image masking feature, which lets you choose which part of an image to display and mask out the rest.

The range of style options for objects is huge, and formatting is excellent, too. When you're done creating, you can print your work if you have access to an AirPrint printer, save it to your iCloud, send it to iTunes or share it over email.

Pages on iPad is easier and more fun to use than the small-screen version, but if you also have an iPhone you'll still find it a great app to do quick edits.

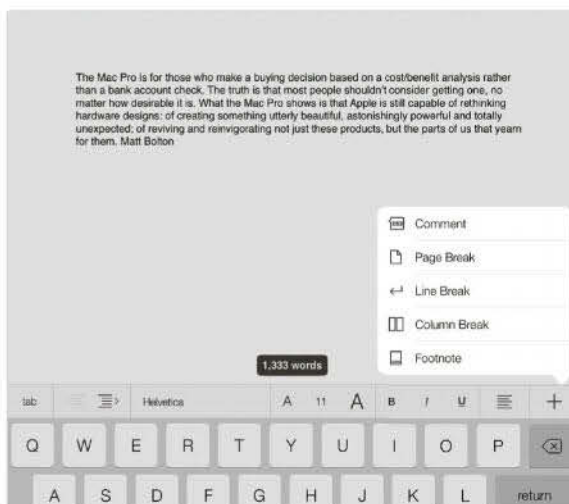


## HOW TO | MAKE PAGES WITHIN PAGES

## TOOL SCHOOL

Pages on iPad benefits from iCloud Drive, so you can create and edit documents on various devices and sync them in seconds.

When you launch Pages for the first time, you're prompted to use your iCloud account.



### 1 Getting a new page

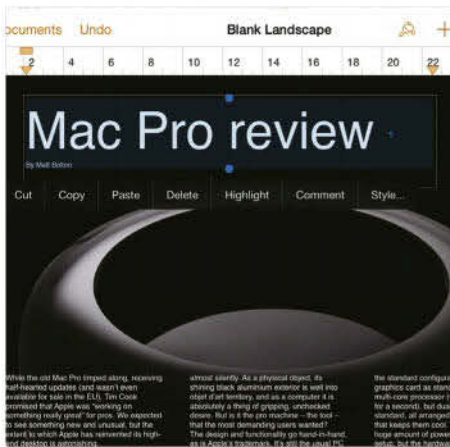
Sometimes, Pages' pretty, stripped-back interface can be somewhat irritating. And here's a case in point: you could spend ages trying to work out how to get the application to create a fresh new page for a multi-page word processing document, when in fact the command is hidden behind a menu. With the keyboard showing, simply tap the + button and you will get all the options you need for line breaks, column breaks and the all-important page breaks.



### 2 Adjust page margins

To adjust the size of your document, you can manipulate the page margins simply using the ruler. To show the ruler, just tap the spanner icon at the top, followed by Settings > Ruler. To align your text, set the tab stops along the ruler to align text on the left, right, centre or decimal point. Tap to place the insertion point and then drag the icon for the tab stop until it's in the correct position. You can insert as many tab stops as you want, and then hide the ruler by tapping Done.

## HOW TO | EDIT TEXT LIKE A PRO



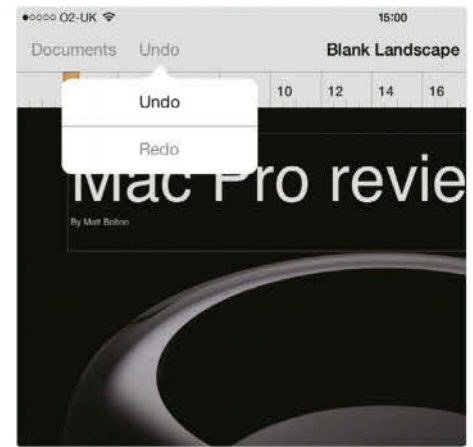
### 1 Selecting text

You can select text in Pages as you would anywhere else in iOS. You can double-tap to select a word, or triple-tap to select an entire paragraph at once. If you want to select all the text, you can either tap and hold, then choose Select All from the pop-up menu, or use  $\text{⌘} + \text{A}$  on a paired Bluetooth keyboard. If you want to adjust the selection, drag the blue handles forwards or backwards with your finger.



### 2 Using the spellcheck

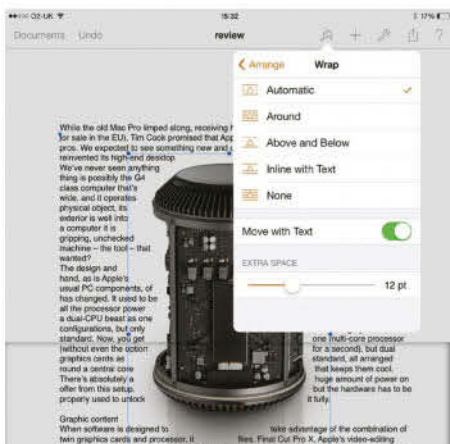
Suspected misspellings are shown with a dotted red underline. To correct them, double-tap on the typo and then tap Replace and pick the correct word from the suggestions. If there's only one available suggestion, you're shown this as soon as you tap on a word, and can tap to accept it. This menu also tells you if the spellchecker is totally stumped and has no replacement word to suggest.



### 3 Undoing errors

Sometimes you move an image accidentally or make a mistake while you're typing. This can be easily fixed with the Undo button, which is in the top bar of the iPad version of Pages, next to the Documents button. This isn't visible on the iPhone version – there, you need to shake the phone to bring up a pop-up menu that allows you to undo your last action. It's a bit easier on iPad, you'll agree...

## HOW TO | MAKE DOCUMENTS MORE INTERESTING



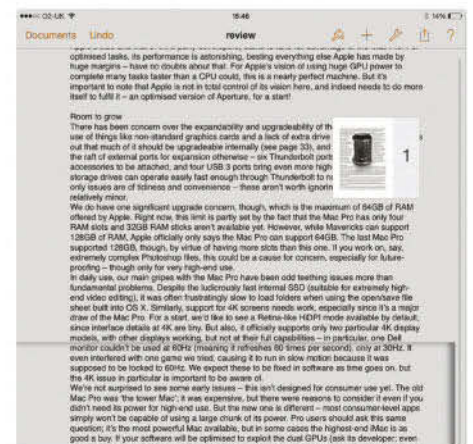
### 1 Anchoring images

Images and shapes can be anchored so they move with the text – this is usually referred to as an inline image – or float above the text, with the option of wrapping text around the graphic. Insert your image, and then tap the Paintbrush icon. Tap Arrange > Wrap, and configure your anchor and wrap options from there (a little diagram helps describe the effect).



### 2 Cropping pictures

If the picture you want to use is the wrong shape for your layout, you can use the Edit Mask command under the Image tab in the Paintbrush menu. This lets you crop images, as well as zooming and panning the picture inside the mask. It's a bit like moving a huge poster around outside a window, except you can alter the size of the window, and also the size of the poster, too.



### 3 Skim long documents

Even with flick gestures, it could take you a long time to scroll through a big document. Happily, Apple has you covered: tap and hold for a split second at the right of the screen, and up pops the navigator. Slide your finger slowly up and down the screen, and you see the pages stream past in the magnifying glass under your fingertip – the pages in the document are displayed as thumbnails.



## HOW TO | GO EVEN FURTHER WITH PAGES



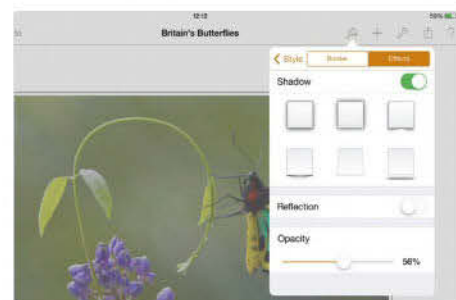
### 1 Undo/Redo

We've already talked about the Undo button in the iPad version of Pages, but there's also a Redo button (which is accessed through the Undo button, so it's not immediately obvious). This lets you add back in anything you've undone by mistake.



### 2 Adjust margins

While in your document, tap the Spanner icon and choose Document Setup. The view changes to vertical and displays the margins. Adjust these by tapping and dragging the arrows. Alter the paper size by tapping Change Paper Size at the bottom of the screen.



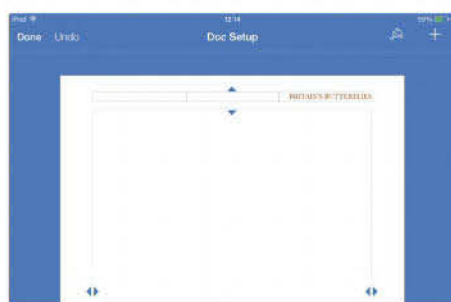
### 3 Image watermarks

To turn an image into a watermark, add the image you want to use, then resize it to fit the area, tap the Paintbrush icon and choose Style Options (Style tab) > Effects. Now drag the opacity slider down. Options for Shadow/Reflection are above the slider.



### 4 Create tab stops

Bring up the ruler by tapping on some text, select the text you want to adjust, and then tap along the ruler to insert tab stops. Double-tap the icon to change tab type: a diamond indicates centre-aligned, a triangle pointing left is right-aligned, while a circle is decimal-aligned.



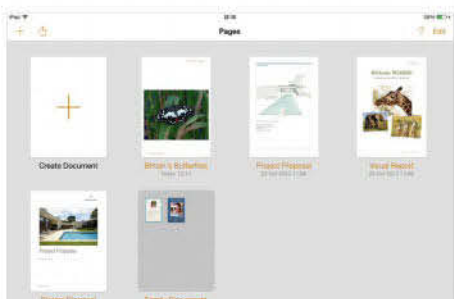
### 5 Headers and footers

Open your chosen document, tap the Spanner icon and then choose Document Setup. At the top and bottom of the page you can type in the little boxes. Type your text and you're done. This adds it to the Section Master so the header/footer appears on every page.



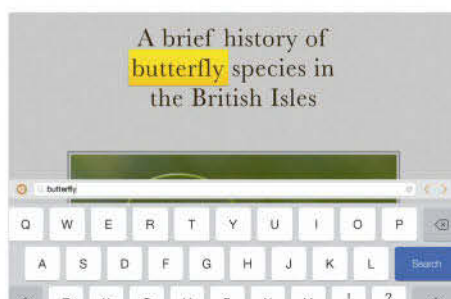
### 6 Page numbers

To add page numbers, follow the same route as for headers and footers, but when you tap on either the header or footer bar, select the Page Numbers tab that pops up at the same time as the on-screen keyboard. Select the numbers from the menu and then tap Done.



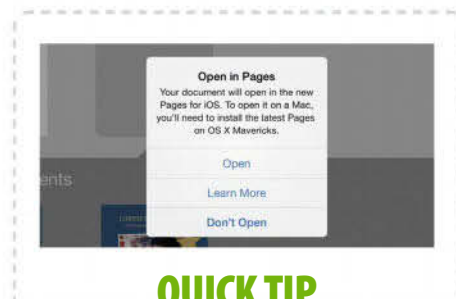
### 7 Tidy up

You can group documents into folders and arrange by date or by filename. In the documents view, tap Edit and then tap to select the documents you want in a folder. Tap and hold one until they all merge, then drag them over another document you want.



### 8 Find text

Tap the Spanner icon, select Find and a Search bar appears on the page. Enter the text you want to search for and it's highlighted. Tap the Settings icon (the cog) on the left and you can also do a find/replace of words in the text of your Pages document.



### QUICK TIP

You don't have to use iTunes to get documents into Pages on your iPad. You can send Pages or Word documents as an attachment to an email. On receipt, tap and hold the file's image in the email and select Open in Pages from the options.



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# Using Numbers on the iPad

Spruce up your spreadsheets using just your tablet

## SKILL LEVEL

Taking things further

## IT WILL TAKE

15 minutes

## YOU'LL NEED

iPad, iOS 7 or later, Numbers



If the thought of creating and working with a spreadsheet on an iPad – with just touchscreen controls – fills you with terror, don't worry: Numbers has been built from the ground up to be easy to use on both Mac and iOS devices, such as your iPad and even iPhone. Initially, Numbers didn't work in landscape mode on these devices. Fortunately, with the iOS 7 update, the issue was resolved, which was a relief – after all, how many spreadsheets have you used that were taller than they were wide?

As in the desktop version of Numbers, documents are split into sheets and tables. Each sheet has its own tab and can host multiple independent tables. Moving from one sheet to another is simply a matter of swiping a finger along the tabs. Hit the + at the end and you can add a new sheet.

Support for charts is excellent, too. Pick from horizontal or vertical bar charts, line graphs, pie charts and scatter graphs in six different colour schemes. Once you've chosen a graph type, populating it requires nothing more than selecting the cells that contain the data you want to use by dragging your finger over them – and, of course, you can edit titles, labels and legends for charts, for both their content and their style.

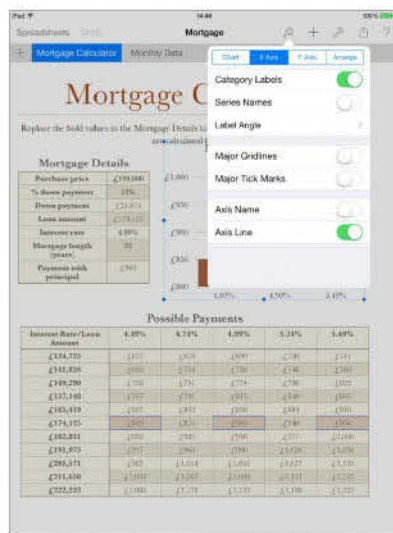
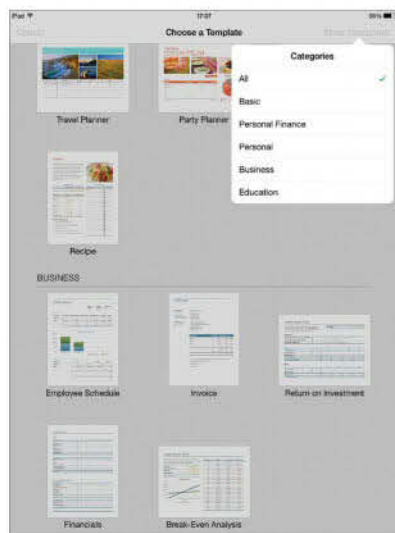
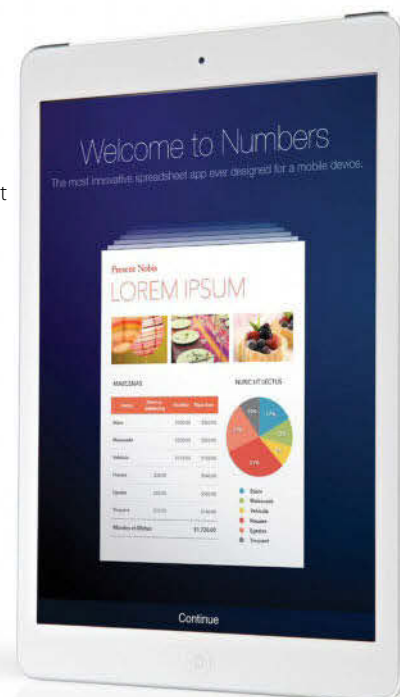
To enter data in a cell, tap on it three times and it zooms into view. The context-aware keyboard slots into place beneath it, with a formula bar above. You can format a cell entry by tapping on the relevant icon: 'T' for text, '42' for numerical, '=' for formula, or the clock symbol for time or date.

Tasks such as specifying the date format and specifying that a numerical entry is a percentage or currency are, a bit confusingly, done from a different menu (Format tab). All in all, though, Apple has done an incredible job of turning something that should be completely unusable into a tool that works well on an iPad. The form view makes it really easy to enter data when you're on the move.

Since the iOS 7 update, Numbers has sported a clean new look.

*Pick from horizontal or vertical bar charts, line graphs, pie charts and scatter graphs in different colours*

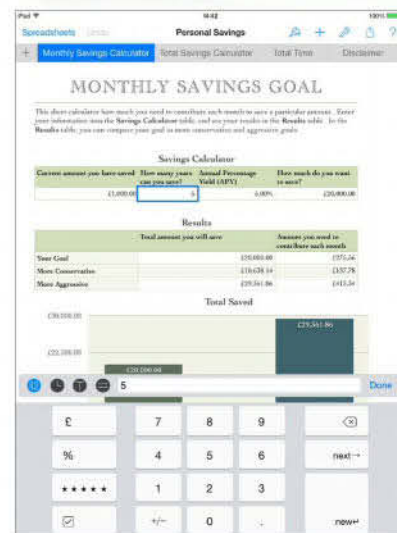
The same button also offers you the option of adding a new form. The form can be linked to any table in the spreadsheet and makes it very easy to enter data. Instead of having to type values into cells on the spreadsheet, you punch them into the bigger boxes on the form, as if you were adding to a database. It's a brilliant idea and makes the process of updating tables on a small screen about as easy as it's ever going to be.



FAR LEFT Simply pick one of the 31 templates to suit the type of data you'll be entering.

LEFT You can label the axes of a chart using these options, which includes the ability to choose a label angle.

RIGHT The use of forms in Numbers makes entering a large amount of information as easy as it gets.





## HOW TO | GET THE MOST FROM NUMBERS

### 1 Using the templates

Before you go hunting around the App Store for apps that do maths-y kinds of things, be sure to have a poke around the templates in Numbers. There are presets here that cover lots of normal tasks such as budgeting and mortgage calculation, and are ready to be customised to your own needs. In fact, Numbers is good for a whole load of other things as well, as you can see from some of the template ideas Apple has supplied. Take a look and you'll see templates here to organise sports teams, check attendance within a class or group, and even plan holidays.

### 2 Entering formulae

To enter a formula, double-tap on the cell into which you want to enter it, then, in the pop-up formula bar that appears with the on-screen keyboard, tap the = symbol. Now pick the functions you wish to enter, tapping on the cells that you want to reference. Happily, Numbers categorises its huge number of available functions, so it should be simple to find the ones you need. If you're unsure about what a particular function does, you can tap the up arrow next to its name for an explanation and even see an example of its usage. You may get some basic options for the columns too.

### 3 Adding more rows and columns

It's not immediately obvious how you add more rows and columns to a table in Numbers, but it's actually really easy. To add a single row/column, tap the little icon that looks a bit like a round button at the bottom left (for rows) or top right (for columns). To add more than one, drag the relevant icon down (for rows) or right (for columns).

### 4 Creating forms

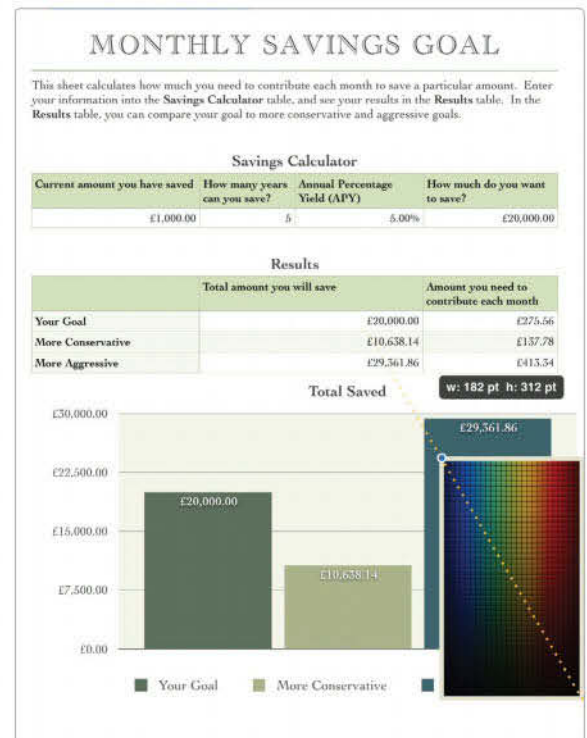
To make handy data-entry forms, start by creating the table that will receive the data. Take care to first select

#### SAVED!

There's no need to manually save your work in Numbers, because the app automatically saves your work every 30 seconds by default.



You can set a password to keep your most important spreadsheet data private.



You can customise your tables with a logo or appropriate image, or just brighten up your data with some attractive pictures. Drag points to scale the image.

the empty columns and apply formats such as star ratings, tickboxes or dates so the appropriate data will be entered, then tap the + tab at the top of the screen. Now choose which of the tables you want to make into a form, and you're done. Any data that's entered into the form will be flowed automatically back into the spreadsheet.

### 5 Selecting the entire table

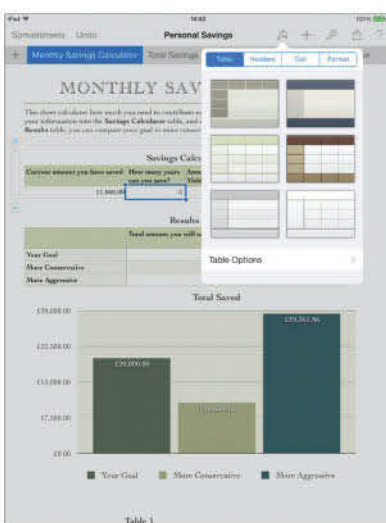
Normally, tapping on a table enables you to select the individual cell you tapped on. If you want to select the entire table – to apply formatting to the whole thing, or even just so you can move the whole table around the document – use the circular icon that appears at the top left of every tapped table.

### 6 Using Table Options

You can use the formatting menu – the one accessed by tapping the paintbrush icon in the menu bar – to change the appearance and behaviour of tables. Select the whole thing, as described in the previous tip, and then set up the table to reflect your personal preferences. Be sure to explore the Grid Options sub-menu for some settings that can help make your finished table look really slick.

### 7 Adding pictures

Don't forget that you can add pictures to Numbers documents alongside tables and charts. As well as just brightening up your spreadsheet, you could use this handy feature to add, for example, your company logo to give a professional appearance to an invoice you've created.



Add a title and border to your table, and edit the Grid Options too – there are plenty of templates to choose from to make your spreadsheet clear and distinctive.



To create duplicate versions go to the Spreadsheets view, tap Edit, tap the spreadsheets you want to copy (one at a time) and then tap the + icon.



# Using Keynote on the iPad

Produce, polish and deliver stunning presentations on the move

## SKILL LEVEL

Taking it further

## IT WILL TAKE

25 minutes

## YOU'LL NEED

iPad, iOS 7 or later,  
Keynote



There's a lot to be said for Keynote, Apple's presentation software, on a mobile device. The ability

to carry a presentation around on your iPad and optionally connect it to a projector or TV using one of Apple's cables will make life much easier for many people, especially when lugging round a larger device, such as a laptop, isn't really feasible. And thanks to AirPlay support, with the option of AirPlay Mirroring, you can share exactly what's on your iPad screen with a projector or HDTV connected to an Apple TV. For rehearsing or delivering presentations, this a great addition.

Like Pages and Numbers, Keynote is template-driven; and also like those two apps, its templates are of the highest quality. Charts, tables, shapes and images can all be added to your slides at the tap of a couple of buttons. You can also now import charts and tables from Numbers and edit them directly in your slides. Headlines, bullet points and body text can be formatted

according to predefined styles or by specifying the typeface, weight and size you prefer.

## The magic of Magic Move

Editing the content of a slide is one thing, but slick presentations need stylish animation, and Keynote provides it. In the iPad version, tap a slide in the sidebar, then tap Transition in the menu which pops up (or tap the Tools button, which looks like a spanner, at the top right, then tap Transitions and Builds), and you can add various animations between slides. You can select the type of transition for each slide and specify the amount of time it takes.

You can give any elements a Build In, a Build Out or both, enabling you to specify an arrival and departure transition for each component of the slide. You can set builds or transitions to be triggered by a tap, begin as soon as the slide opens, or occur after a set delay of your choice.

Of all the builds and transitions on offer, Magic Move is far and away one of

the most entertaining options available to you purely because of the versatility it offers, but also thanks to how quickly it can liven up a Keynote presentation. At its simplest, it creates an animated transition from the start position of an object on one slide to the end position you set for that object on the next slide. The effect is simply stunning but can be achieved with just a few simple taps; it's one of the features you'll find gets used in almost every Keynote presentation you produce.

Possibly the most useful option of all for presenting is Presenter Notes. You can make your own notes for each slide and have them displayed on your iPad, like a digital cue card, while the presentation itself is being shown on a connected TV or projector. Also useful is Keynote's ability to import PowerPoint presentations. You can even make those vital last-minute edits on your mobile device before heading in to deliver the presentation. With AirPlay, of course, you can connect via an Apple TV for presenting on a big screen too.

**HOW TO** | GET THE MOST FROM KEYNOTE**1** Add transitions between slides

By default, the slides that you add to your Keynote presentation don't have any transition styles applied to them. That is to say, when you actually play the presentation and advance from one slide to the next, it will simply cut from one to the other with nothing in between.

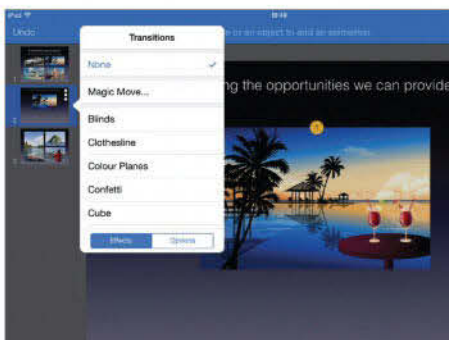
Keynote, however, offers a range of transition styles. To apply one, tap the slide you want to transition from and then tap Transition on the menu that pops up beside it. Scroll down to pick one of the wide range of transition styles, then tap Options to configure it. If you want to know what they look like first, tap one of the styles' names, then tap Play to view a live preview.

**2** Magic Move

Speaking of transitions, Keynote has an amazing trick up its sleeve to make PowerPoint users green with envy: Magic Move. Create a slide with your text and images on it, and then tap it in the sidebar. On the pop-up menu that appears, tap Transition and then select Magic Move. When asked if you're happy to duplicate the slide tap Yes. Now, on the duplicate, move objects around, scale them, change them and even apply Builds to them. When you're happy, tap Done. When you play the presentation, Keynote will automatically generate dazzlingly smooth animations between the corresponding objects on the two consecutive slides.

**3** Using Builds

As well as transitions between slides, you can use Builds to affect how objects on your slides – text, images, charts and more – appear on the canvas and disappear from it. You don't have to apply Builds to objects, though. While every object you add to a slide can have both a Build In action (how it arrives onto the screen)



Magic Move creates a smooth transition between the start position of an object on a slide and the end position to which you move the same object on the duplicate slide. To begin, simply tap the slide, then Transition, and select Magic Move.

**DESIGN OPTIONS**

Keynote offers plenty of design choices for the image-heavy presentation. Just tap on an object and then on the paintbrush icon to access a range of border styles and effects including drop shadows. From here you can also manage masks and positioning. Tap the spanner icon for more control over presentation features such as transitions and builds.

and a Build Out action, don't feel you have to apply both or either. Applying only a Build In, for example, could bring on a sequence of bullet points. You don't have to Build Out the block of text – you might be happy for the entire slide to change when you advance.

To apply a Build to an object, tap the object and, in the pop-up menu, tap Animate. You'll then see the options to Build In or Build Out. Tap the option you want and choose the effect you want for your text or object. Keynote will show you a brief preview of how it will work and then return to the Effects screen so you can either select another or make further adjustments.

You can set options for what kind of Build is applied, any variables specific to that style, and a duration. You'll also notice that you can have Builds happening alongside others, triggered automatically after a preset delay or requiring manual advance – explore the options and controls in the Build pane.

**4** Organising slides

You can 'nest' slides inside others simply by grabbing a slide (or a group of slides – tap and hold on one thumbnail, then tap the others you want to select) and then dragging them a little to the right under another slide. Now, tap



Add a transition between slides, then tap Options to configure how it behaves. Drag the sliders for duration (the time taken) and Delay (how long before the transition starts). You can also set whether a transition starts when you tap or automatically.



To undo actions, tap Undo at the top left; tap again to undo more. To redo, tap Redo in the pop-up if it's available. Simple!



Tap and hold on an object and you'll see grid lines appear, which will help you line objects up neatly.

the little arrow at the left of the 'parent' slide to collapse or expand the group. You can have subfolders for slides too. To reorder slides, simply tap and hold on the slide or group that you want to move, and drag it to the new position. Want to keep a slide but not present it? Just tap it, and then select Skip in the pop-up menu.

**5** Presenting your slides

When you're ready to present your slides, tap the Play icon (the arrow) in the toolbar. The presentation will move to full screen and you can navigate through it using a single tap, or a page-turn-like right-to-left swipe to advance to the next slide, or a left-to-right swipe to move back one. A double-tap or a screen pinch with two fingers ends the slideshow.

As mentioned opposite, you can even present your hard work on a big screen directly from your iPad either by streaming wirelessly using AirPlay and an Apple TV or by using Apple's optional Lightning-to-VGA adapter (£25 / \$29).

This system has another lovely little touch: when you're plugged into a projector, tap-and-hold on the iPad's screen and a laser pointer appears on the external display, enabling you to direct your audience's attention to particular areas. Now that's clever!



# Use Microsoft Office for iPad

Get Office running on your iPad to view and edit docs

## SKILL LEVEL

Anyone can do it

## IT WILL TAKE

30 minutes

## YOU'LL NEED

iPad, iOS 7 or later, Office 365, Word, Excel and PowerPoint for iPad

**M**icrosoft Office is the backbone of the business world. The three key Office programs Word, Excel and PowerPoint are used by millions of office workers on a daily basis.

Until recently, there was no official Microsoft Office app for the iPad. iPad owners used rival apps such as Documents To Go or Apple's iWork. These are still available, but you can now download the real deal: Microsoft Office for iPad has finally arrived.

Setting up Microsoft Office on the iPad offers a range of options. You can view and perform basic edits on documents for free by signing in with any Microsoft account (such as an outlook.com email address). However, some more advanced features are only available with a paid subscription to the Office 365 service.

The Office apps can store files in the cloud in Dropbox or OneDrive, which is Microsoft's online storage space. In this tutorial, we'll discover how to set up and start using Microsoft Office on the iPad.

*You can view and perform basic edits on documents for free with any Microsoft account*

## VISUAL GUIDE | USING OFFICE FOR iPad

### How to use Microsoft Office apps on iPad

#### Account

1 There are three key Office for iPad apps: Word, Excel and PowerPoint. You sign in to each app separately, using your Microsoft account. If you sign up with Microsoft for a new account, you get an outlook.com email address (existing Microsoft email users can also use a live.com or hotmail.com address).

#### OneDrive

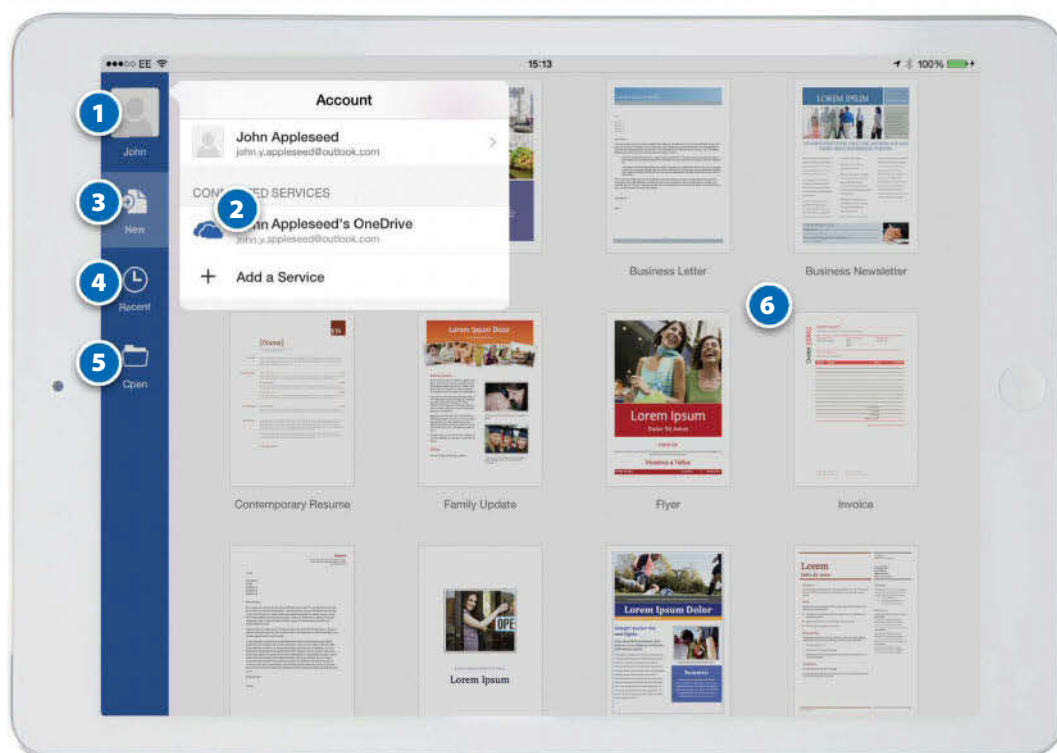
2 Files created in Office for iPad are saved directly either to OneDrive, Microsoft's cloud service, or Dropbox. Like iCloud, these keep files in sync across different apps and devices. Both have desktop clients, to manage your stored files from a Mac or Windows computer.

#### New files

3 You can view files for free using the Microsoft Office for iPad apps, as well as editing or creating new files. You must sign in with your Microsoft account to create files, though.

#### Recent files

4 This Recent Files option displays all the latest files you have worked on



in Office. Recent Files is a handy way to quickly view your latest work. It is possible to pin files you frequently use to the top of the Recent Files display for quick access.

#### Open menu

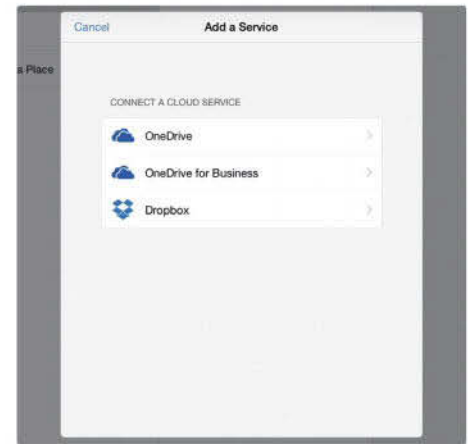
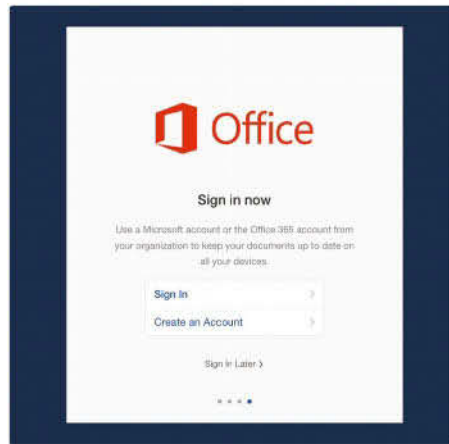
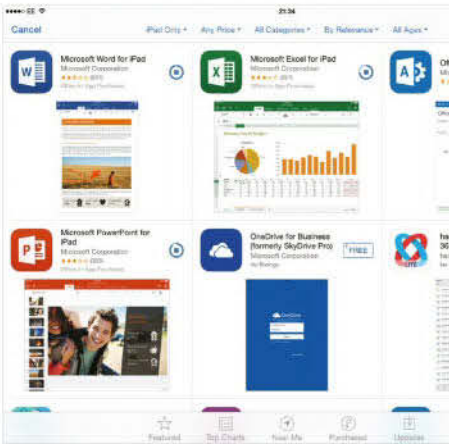
5 The Open section enables you to browse your OneDrive and Dropbox

folders, as well as documents stored on your iPad. The Open menu is available in each Office for iPad app, and you can use it to share, delete and open files.

#### Templates

6 Each of the Office for iPad apps features similar (but not identical)

templates to the desktop equivalents. Any files you create on the iPad are compatible with other copies of Microsoft Office, so you can create a document in one place and edit it in another. You choose one of these templates to start a new document, or click on the New Blank Document to begin one from scratch.

**HOW TO** | CREATE AND EDIT DOCUMENTS**1 Download the apps**

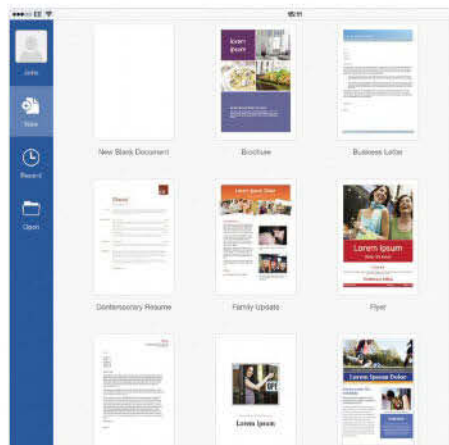
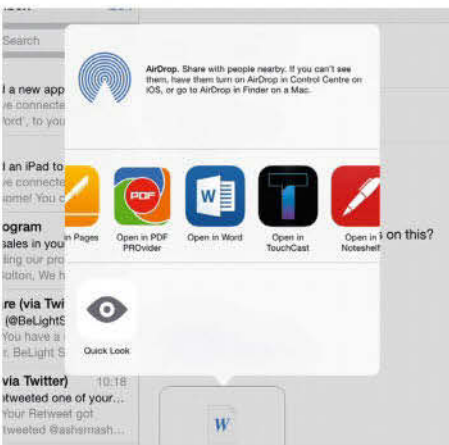
Open the App Store and enter 'Office 365' into the Search box. There are three main Office 365 apps: Word for iPad, Excel for iPad and PowerPoint for iPad. Tap on Free and Install next to each app. You should also search for the separate OneDrive (be careful not to get the OneDrive for Business app) and Dropbox apps while you are in the App Store. These are handy for browsing the files you have stored in these services on your iPad.

**2 Sign in or sign up)**

You can sign into your Microsoft account (or your paid Office 365 subscription, if you have one) as soon as you open one of the Office apps. (If you don't at first, you'll be limited to viewing documents without editing them. You can sign into your account later, though, from the Account button.) If you don't have a Microsoft account, you can sign up for a free one either at this first screen, or again through the Account button later (though it's more hidden then).

**3 Add your Dropbox**

If you have a Dropbox account and want to add it to an Office app, now is the time – you must have signed in with a Microsoft account first, though. You should also have the Dropbox app installed and signed in on your iPad first – it will make connecting to your Dropbox account easy. Tap the Account button in the Office app, then Add a Service. Choose Dropbox and the Dropbox app will open, giving you the option to connect the Office app to your account.

**4 Open a document**

You're now ready to start using the Office apps. You can open a document in several ways. Within the apps, you can use the Open screen to browse the contents of your OneDrive and Dropbox folders, and open any relevant documents. Otherwise, you can use iOS's sharing option to open files in Office from another app, such as Mail. If you receive, say a .doc file as a Mail attachment, tap and hold it, then choose Word from the pop-up menu.

**5 Create a document**

Create a new Word document by tapping on New > New Blank Document (or by choosing one of the available templates). It's easy to create, edit and save files, and there's plenty of support at [office.microsoft.com/en-gb/mobile](http://office.microsoft.com/en-gb/mobile). If you have a range of Microsoft Office documents on a Mac that you want to be able to view and edit on the iPad, move them to the OneDrive folder that you set up earlier. Now you are ready to start working with Office for iPad!

**Using Office 365**

A paid subscription to Office 365

enables you to access more tools in the Office apps than just a free account. All the key

basics are there for free, but tools that business users commonly rely on can only be used if you pay for Microsoft's full Office 365 service. In the case of the apps, paying gets you access to the often-vital Track Changes options, as well as being able to customise charts by adding or removing elements such as labels and legends.

Being an Office 365 member does get you other perks, though – you get access to Microsoft's online collaborative tools, as well copies of its latest apps for Mac and PC. Mac users can get Office for Mac 2011 currently (a new version is due late next year), while Windows users can get Office 2013.

# Record meetings on iPad

Make audio recordings and annotate them with Recordium Pro

## SKILL LEVEL

Taking things further

## IT WILL TAKE

15 minutes

## YOU'LL NEED

iPad, Recordium



Why take two gadgets into a meeting when your trusty iPad can consign your digital voice recorder to the scrapheap? Whatever you need to make a sound recording of – whether it's a meeting, interview or just your own voice as you take some audio notes of your own – your iPad, coupled with the fabulous Recordium Pro, has everything you need.

Recordium Pro (£6.99 / \$9.99) has all the usual dictation tools, from setting the recording volume to one-tap pause and

resume, but it also has some handy extras. It can be configured to work unattended, pausing automatically during lulls in the conversation. You can edit your recording when it's done to remove superfluous or sensitive information, plus highlight important passages, and even insert searchable text notes, images or tags into specific points for context.

Once you've finished, you can share the recording with others or upload them to your online cloud storage provider. Read on to find out how.

*Recordium can be configured to work unattended, pausing during lulls in the conversation*

## VISUAL GUIDE | GET TO GRIPS WITH RECORDIUM PRO

You know how to record... but you can do so much more

### Folder management

**1** Your recordings are organised logically into folders. Add your own folders or swipe right over an existing folder name to rename (or delete) it. Tap a recording to select it for playback, or swipe right over its name to access additional options, including sharing, renaming and moving to a new folder.

### Change recording quality

**2** Tap the Settings button to set Recordium's audio quality as well as the file format recordings are saved in. The default settings of Best and MP4 strike a good balance between quality and file size; you can choose a different format if you need to, but note the larger file size.

### Make a new recording

**3** Tap this button to start a brand new recording, using the step-by-step guide opposite to find out how to pause, annotate and edit it when you're done.

### Playback controls

**4** Tap play to listen to your recording – you can then use the speed controls on either side to slow things down for

transcribing purposes or speed things up for an overview. Skip five seconds back or forward using the buttons, or use the slider on the timeline to move to a section.

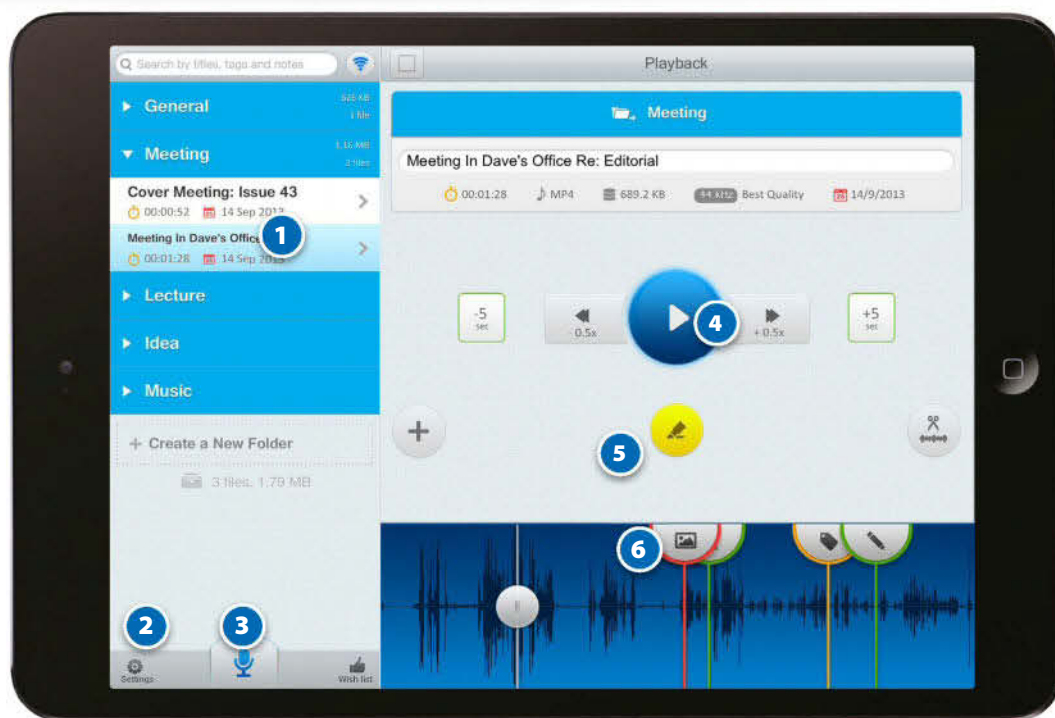
### Annotate your recordings

**5** The yellow button lets you highlight passages throughout your recording,

and this can be done during the recording. To add it in afterwards, place the position slider at the beginning of the section to be annotated and tap the button. Move the slider to the end and tap it again to highlight everything between.

### Labels

**6** Labels appear on the timeline slider – tap one to view its contents, and tap again to edit or view a larger photo. To remove a label or annotation, tap and hold one, then when X appears tap it and confirm you wish to delete it.



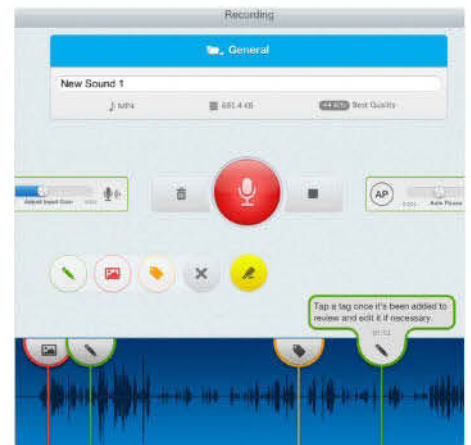


**HOW TO** | RECORD, ANNOTATE AND EDIT WITH RECORDIUM PRO**1 Start recording**

Launch Recordium and tap the microphone button in the bottom left-hand corner of the screen to start recording instantly. As the app records, it displays a waveform at the bottom of the screen to indicate the recording level – if this seems too low, tap the volume button to the left of the record button to adjust the input gain. Make sure the waveform doesn't spike too high, though – reduce the level if it does to prevent a distorted recording.

**2 Pause recordings**

You can pause the recording manually at any time by tapping the red button (tap again to resume the recording). If you'd like to set up an unattended recording, tap the AP Button. Recordium now automatically pauses the recording when the volume drops below a certain level for five seconds or more, then resumes as soon as the volume level increases. Use the AP slider to manually adjust its sensitivity if necessary.

**3 Annotate as you talk**

You can add labels and annotate important parts of the recording as it progresses. Tap the yellow highlight button at the start point of your desired annotation and tap it again when you reach the end point. To add a searchable text label, image or tag, tap the + button followed by your choice of label – it'll be added to the recording at the point it's selected, so all you need to do is type your note, select your image or tag, or take a photo.

**4 End and organise**

Before you end the recording, change its name from the default ('New Recording 1') to make it easier to identify in your recordings list, then tap the blue folder button at the top of the screen to choose which folder the recording will be stored in. To end the recording, tap the Stop button to the right of the red record/pause button. You'll be returned to the main screen with the recording pre-selected, so you can play it back to check it.

**5 Edit recording**

Recordium allows you to edit your recording in one of three ways: tap the scissors button to start. Select the portion of the recording you want to either lose or keep using the two sliders, then tap Delete to remove the selected portion, or Trim to keep it while removing everything else. Tap Snip to create a new recording from the selected part, choosing whether or not to include any annotations within it. It's saved to the same folder.

**Share your recordings**

Recordium makes it easy to share your recordings with other users via various methods. Swipe right over the recording in the folders list to reveal two options: tap the Mail button to send it as a mail attachment, or Share to open the recording in another app, which can help you upload it somewhere else, such as to Evernote, Dropbox or OneDrive. You can also transfer files wirelessly over your network: tap the wireless button next to the Search box and make a note of the web address – typically <http://192.168.x.y:9090>, where x.y is the address of your iPad. Type that address into the web browser on a network-connected computer, and you'll be able to browse and download any recordings you've made.

# GEAR

Our round-up of the hottest products out now for your iPad

## Elgato Avea

★★★★★

£40 Elgato, [elgato.com](http://elgato.com)

Put some colour in your life with these attractive lights. Similar to the Philips Hue system, just screw an Avea bulb into a light fitting (only E26/27 fittings are supported for now), get the app, and you're good to go. It connects over Bluetooth 4.0 and, as long as you're in range, you can control up to 10 lights. With the Hue system you can control the lighting over the internet, but that flexibility comes at a higher cost (£180 to get started...). With Elgato, you can choose solid colours and tweak brightness and colour balance, and also pick from a series of dynamic scenes where the bulb cycles slowly through similar hues. It sounds like it might be a bit 'disco', but it's slow and subtle and rather nice. **Christopher Phin**



## NS2 AIR MONITORS V2

★★★★★

€399.95 (about £330) Nocs, [eu.nocs.se](http://eu.nocs.se)

Swedish simplicity meets wireless ease-of-use in these new Air Monitors, which add AirPlay and Spotify Connect to the Bluetooth abilities of the originals – though this convenience comes at a higher price than the previous model. The 80W speakers can stream uncompressed audio to each other without any dropouts. Between the soft dome tweeter and Kevlar woofer, there's plenty of subtle treble detail, midrange expression and bass warmth. Basslines are tight and snappy, and are well suited to beat-driven music, while the soft dome tweeter is revealing without ever being splashy or shrill. For such small speakers, the Air Monitors V2 have a lot to offer. They deliver sound that punches way above their weight and have a feature set that embraces – and delivers – all key wireless standards. **Jim Hill**

## Mission Aero

★★★★★

£499 Mission, [mission.co.uk](http://mission.co.uk)

We like the stark design of the Mission Aero speaker, though it might not be to everyone's taste. The AirPlay speaker is easy to set up on your network – plug your iPhone into its USB port to share your Wi-Fi networks, and you're away. We had no problem finding it as a target on Macs or iOS devices, and the speaker also offers Bluetooth connectivity. It's got a wide, open sound, thanks to its 3D sound engine – place it next to a wall and the room fills with music. The sound quality is great; the bass is strong and clear, and the whole soundstage is rich and warm. There's a kick at the high end and the lower end of the treble can get a bit lost, but they're minor niggles. The volume jumps tend to be a bit big if using buttons, and there were initial streaming stutters, but this really is an impressive AirPlay speaker. **Matt Bolton**



## JBL Synchros E40BT

★★★★★

£80 JBL, [uk.jbl.com](http://uk.jbl.com)

These E40BT cans offer a great all-around experience, pretty good comfort, 16-hour Bluetooth battery life, and a signal-sharing feature. The padded leatherette-covered cups fold in to flatten the overall shape for storage and travel, but they're fixed in place when on your ears and, as a result, the fit feels a little rigid. The sound is clear and punchy, with solid mid-range performance. It's just a bit lacking when it comes to bass output. The E40BT works just as well for taking calls, with clear voice reception. Button controls are incorporated into the right cup, with the big JBL saucer serving as a directional pad. Another button activates ShareMe, which lets you share an audio signal with another compatible JBL headset. **Andrew Hayward**



## Mad Catz C.T.R.L.!

★★★★★

£50 Mad Catz, [madcatz.com](http://madcatz.com)

Finally, a full-size console-like iOS gamepad! The C.T.R.L. is nicely made, and feels similar to an Xbox 360 controller. The analogue sticks are fairly resistive, but the surface on the top of the sticks is quite slippery, so your thumbs tend to slide. The D-pad is crisp, although there's little feedback when rolling from one direction to another, and the B button is loud when it pops, but the triggers are excellent. The gamepad is battery only – no recharge option – but the biggest issue is that iOS still adds lag to controllers. That said, it's the best iOS controller we've seen. **Matt Bolton**



## Parrot Jumping Sumo

★★★★★

£140 Parrot, [parrot.com](http://parrot.com)

This two-wheeled remote-control vehicle zips around the floor at a fair pace, turns sharply, features a front-facing camera and, most importantly, jumps up to 80cm in the air. It's controlled from an iOS device, which it connects to over Wi-Fi, enabling it to stream video. You can drive it in a first-person view, steering by tilting the iOS device, and moving a slider back and forth, and there's a swipe control for 90° and 180° turns. A lever at the back puts the 'jumping' into the Sumo's name, and it's impressive. The downsides? The price and the 20-minute battery life. **Matt Bolton**



## Elgato Smart Power

★★★★★

£80 Elgato, [elgato.com](http://elgato.com)

This battery pack can charge an iPhone or iPad on the go (its 6000mAh capacity can give you a couple of iPhone charges, or around half an iPad Air charge), but it has very clever, useful features. It can tell you when it needs charging itself, and can even remind you to do so before a busy day (based on your calendar entries), through notifications to your iPhone (via its app). And it works! It's not cheap for a battery pack, and is fairly large for its capacity, but the first time it saves your bacon, you'll be glad you splashed out for it. **Matt Bolton**





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